

CORRECTION OFFICERS CERTIFICATION COMMISSION (COCC) MEETING

Date: October 19, 2005

Time: 10:00 A.M. to 3:00 P. M.

Location: DOC Training Academy, Rooms 1-A

AGENDA TOPICS:	PERSON RESPONSIBLE:
<ul style="list-style-type: none">• Call meeting to order• Pledge of allegiance• Introduction of Commission• Introduction of staff• Introduction of attendees• Public comments• Housekeeping• Recap of last meeting• Review the flow chart (Incumbent & New Hires)• Review the certification procedure• Complete the Career Development Proposal	<p>Micki Knowles</p> <p>Attendees</p> <p>Commissioners</p> <p>Staff</p> <p>Attendees</p> <p>Chris Egbert</p> <p>Chris Egbert</p> <p>Chris Egbert</p> <p>Commissioners</p> <p>Commissioners</p> <p>Commissioners</p>
<ol style="list-style-type: none">1. Additions or deletions to the Professional Involvement2. Additions or deletions to the Community Involvement3. Good Standing (components)4. Program Benefits	

OUTCOME:

If this were a successful meeting it would result in ... (what?)

Approval of the draft DOC Career Development Program

KEY POINTS:

Commissioner Micki Knowles opened the meeting at 10:00 a.m. Commissioners in attendance were David Topash, Walter Foster, Bob Davis, Sam Shipman, Danny Patterson, and Greg White. Public attendees were Rick Enyard and Robert Villa with the Department of Corrections Personnel Office and Royce Hudson with the Department of Corrections Training Academy. Planning Section staffs in attendance were Chris Egbert and Peggy Huddleston.

PUBLIC COMMENTS

The Commissioners reviewed the public comments that were received since the last meeting.

RECAP OF LAST MEETING

Chris Egbert reviewed the last meeting with the Commissioners. Greg White, Cole County Sheriff, was introduced as a new Commissioner.

REVIEW THE DOC CAREER DEVELOPMENT FLOW CHART (INCUMBENT & NEW HIRES)

The Commissioners reviewed the DOC Career Development flowchart for the CO I *new hires*. After discussion the Commissioners decided to move the “certification” block to above the “complete probation” block and label it “obtain certification”.

The Commissioners reviewed the DOC Career Development flowchart for the CO I *incumbents*. After discussion the Commissioners decided to eliminate CO II & III from the first block in the flowchart.

After further discussion the Commission decided to remove the supervision option from the DOC Career Development flowchart. The flowchart will now only depict the certification process and the DOC Career Development process.

REVIEW THE DRAFT CERTIFICATION PROCEDURE

The Commissioners reviewed the draft policy pertaining to the certification of a Corrections Officer and made the following changes:

1. Add CO I to the following sentence:

“Meeting the certification requirements in this procedure is a mandatory pre-requisite to participate in the DOC **CO I** Career Development Program”.

2. Change the “Pass the physical fitness requirements as outlined in the DOC Job Task Analysis” to read “Meet or exceed the current entry level physical fitness requirements.”

Commissioner David Topash made a motion to make the entry-level physical fitness a yearly requirement for certification and the DOC Career Development program.

Commissioner Walter Foster seconded the motion

The motion passed unanimously.

3. The following was added to the requirement of meeting the core training requirements of CPR:
“Performing five (5) continuous minutes Single Rescuer Adult CPR to Red Cross Standards”
4. The word “Maintain” was added to the driver’s license portion of the certification requirements. It now will read “Possess and maintain a valid driver’s license.”
5. “Corrections Supervisor II” was to be changed to “Chief of Custody” throughout the procedure.
6. Have a current address on file at the worksite was removed from the requirements.

Chris Egbert will follow-up with the Compliance Unit on the procedure to make sure the process is started to get the procedure approved.

COMPLETE THE CAREER DEVELOPMENT PROPOSAL

The Commissioners review the draft Career Development Program and made the following changes:

1. Additions or deletions to the Professional Involvement

- a. No additions were made

2. Additions or deletions to the Community Involvement

The Commissioners decided to add “Voluntary Community Service” to this area.

3. Good Standing (components)

Commissioner Greg White made a motion to replace the draft language in this area with the following:

- a. 2 or more incidents resulting in a disciplinary action from Central Office (i.e., letter of reprimand, suspension, etc).
- b. Disciplinary violation is expunged from your record for Career Development purposes after five years.

Commissioner David Topash seconded the motion

The motion passed unanimously.

4. Program Benefits

Commissioner Foster made a motion that the following percentage increase be based on CO-I’s current salary and be awarded when an CO-I reaching certain levels of the DOC Career Development Program:

CD I – 5%

CD II – 5%

CD III – 5%

CD IV – 5%

Commissioner Topash second the motion

The motion passes unanimously.

After all of the adjustments are made to the draft career development program it will be sent out to the Commission for a final review and then submitted to Director Crawford.

Commissioner (Chair) Knowles will draft a submittal letter to Director Crawford to accompany the recommended DOC Career Development Program for CO-Is.

The meeting adjourned at 3:00 p.m.

COMMISSION MEMBERS NOT ATTENDING:

All Commissioners were in attendance

ACTION ITEMS	RESPONSIBLE	DEADLINE
Develop meeting minutes	Peggy Huddleston	10-19-05
Make the final adjustments to the draft program and the draft policy	Peggy Huddleston	ASAP
Draft letter to Director	Micki Knowles	ASAP
Review the draft plan	Commissioners	upon receipt
Forward policy to the Compliance Unit.	Chris Egbert	ASAP

NEXT MEETING:

Date: TBD

Time:

Location: